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26 AUG 1957

Comptroller

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Chief, Machine Records Division

Table of Organization Change - Machine Records Division

1. It is recommended that a change in the organization of the Machine Records Division be effected to establish and separate payrolling functions into two distinct branches, Vouchered and Unvouchered.

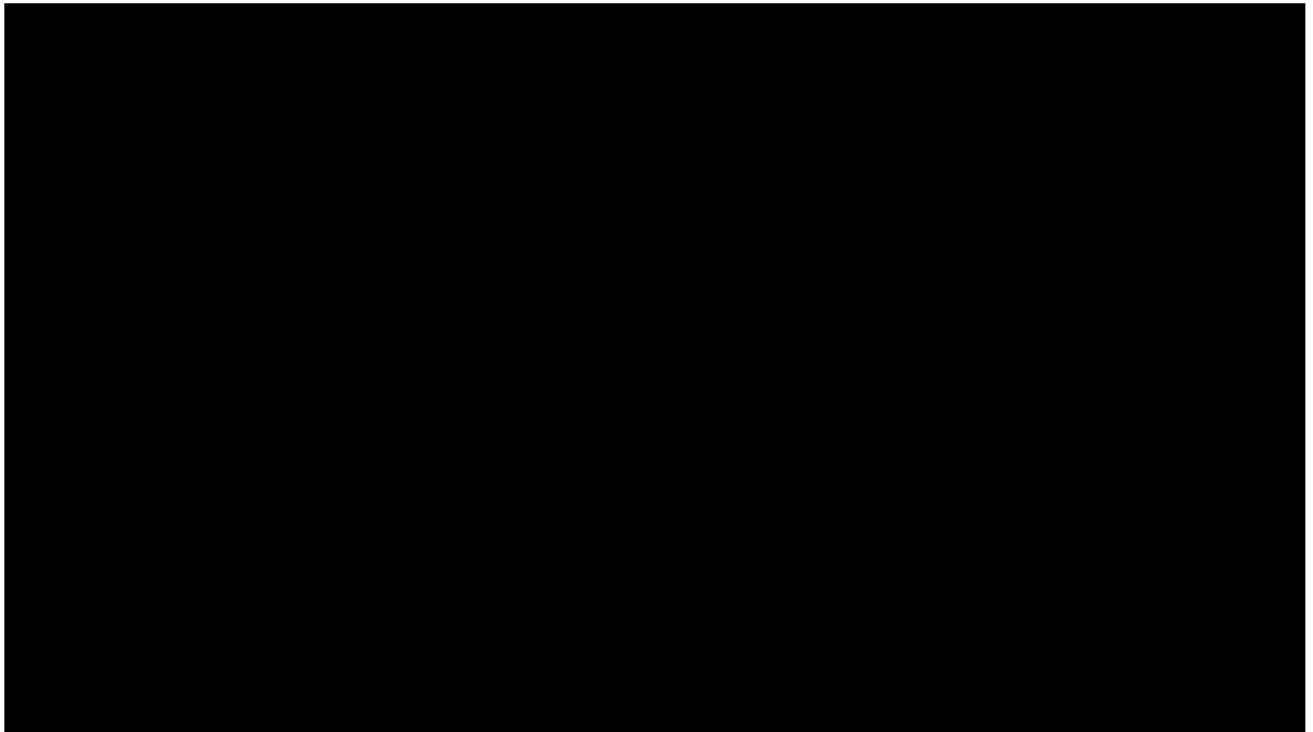
2. The proposed change will not increase the over-all personnel ceiling of the Division but will involve the reallocation of three approved positions and the reclassification of two of these positions to a higher grade. The positions are presently assigned to other functional Branches within the Division.

a. Proposed organization of payrolling functions:

Organizational Unit
and Position Title

Occupational
Code and Grade

Position Number



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-3-

Retirement Fund Report by Allotment Number; Uniform Allowance and Flight Pay Expenditure Reports; Insurance and Hospitalization Reports by policy number (requiring the establishment and maintenance of a subsidiary file in policy number order).

4. These additional responsibilities, with the many details and analyzation requirements involved, have created a need for additional supervision on the Vouchered part and for equalization of top level supervision on both parts of the payroll operations.

5. As an expediency it has been necessary to detail personnel from other Branches to the Payroll Branch. Since the losing Branches have sustained these details, due to changes in reporting demands and improved operating procedures, it is advisable to present the proposed organizational change as an operable solution of the functional problems of the Division.

6. It is requested that necessary action be initiated to accomplish the appropriate transfer and reclassification of positions.

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